

CONFIDENTIAL

2 November 1959

MEMORANDUM FOR: Chiefs of Certain OS Staffs and Divisions

ATTENTION : Records Management Officers

SUBJECT : Safes Infrequently Used - Disposal of

1. A survey (spot check) of the Security Check Sheets covering some of the safes used in the OS has been made to assist in determining frequency of use. The survey indicates that certain safes are opened so infrequently as to suggest that the material therein should be considered for destruction or retirement to the Records Center. Safes occupy a substantial portion of the office space available to the OS. An average cost to hold a linear foot of files in OS offices is estimated at \$50.00 per annum as compared with an average cost of approximately \$.70 at the Records Center.

2. The attached Security Check Sheet(s) for your Staff/Division indicates infrequent use of the following safe(s):

Barred Door

Since the survey was a spot check only, it is likely that other safes in your Staff/Division are also used so infrequently that the contents should be considered for destruction or retirement.

3. It is requested that the contents of the safes listed in para. 2 above (and others used infrequently) be reviewed to determine whether the files involved may be destroyed or retired to the Records Center. An informal report (phone call, Ext. [redacted]) is requested as to results accomplished.

STAT

[redacted]
DDP [redacted]

25X1

25X1

UNCLASSIFIED

INTERNAL

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SECRET

Approved For Release 2009/01/16 : CIA-RDP70-00211R000700170020-3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDP RECORDS MANAGEMENT OFFICER

NO.

DATE

2 November 1959

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. RID, 1104 L Bldg
Attn:

2 Nov 59

1. not sure this applies to you - what is the "forced door"?

2.

3.

2010-L

DDP/RMO

4. C/RMS -

604 1016 16th St

11/6

11/6

1 to 3 - This is the emergency exit at rear of vault area in 1400-L. It is opened only during an emergency, but is checked daily since it is in a vault area.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM 1 DEC 56

610

USE PREVIOUS EDITIONS

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